



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF CORRECTIONS  
LANSING

DANIEL H. HEYNS  
DIRECTOR

**DIRECTOR'S OFFICE MEMORANDUM 2011 - 19R**

**EFFECTIVE: Immediately**

**DATE:** September 20, 2011

**TO:** Executive Policy Team  
Administrative Management Team  
Wardens

**FROM:** Daniel H. Heyns, Director

**SUBJECT:** Investigation of Work Rule Violations

**SUPERSEDES DOM 2011-19 (effective 07/26/11)**

As of July 26, 2011, the Internal Affairs Division has jurisdiction to investigate all allegations of employee misconduct, including employee allegations of discriminatory harassment. This does not include, however, allegations raised by an offender through a grievance, kite, or other communication unless the alleged conduct is prohibited under PD 03.03.140 "Prohibited Sexual Conduct Involving Prisoners" or it is determined that a disciplinary investigation is warranted. In addition, employee civil rights complaints and allegations of violations of collective bargaining unit contract provisions continue to be administered by the Labor Relations Section in Operations Support Administration.

All new allegations of employee misconduct which fall under the jurisdiction of the Internal Affairs Division are to be referred to that Division through the Allegations Investigations Personnel Action System (AIPAS). This includes but is not limited to allegations by an offender regarding conduct prohibited under PD 03.03.140 "Prohibited Sexual Conduct Involving Prisoners". Investigative findings also are to be entered into AIPAS.

For each case referred to the Internal Affairs Division, the Administrator will determine if the investigation will be conducted by Internal Affairs Division investigators or other Department staff. If the investigation will be conducted by other Department staff, the Administrator also will determine if the case will be monitored by the Internal Affairs Division. The Internal Affairs Division will either investigate or monitor all cases in which the alleged misconduct, if found to be true, would result in a disciplinary sanction determined by the Deputy Director of the Operations Support Administration or designee.

As indicated above, the Internal Affairs Division has jurisdiction to investigate employee allegations of discriminatory harassment; however, such complaints will continue to be initially directed to the Equal Employment Opportunity (EEO) Office. The EEO Administrator will review the allegations and any

additional information received to preliminarily determine if the actions as alleged may constitute discriminatory harassment. The EEO Office will no longer be involved in determining whether the allegations may constitute any other work rule violation. After the EEO Administrator or designee reviews and makes a preliminary determination, s/he will forward the case to the Internal Affairs Division for investigation and processing even if the EEO Administrator does not find that the allegations constitute discriminatory harassment. Any notice(s) to the complainant or the accused during or at the conclusion of the investigation are to be sent only as directed by the Administrator of the Internal Affairs Division.

DHH/OLA